

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors
From: Ingrid S. Penney, Administrative Services Manager
Date: August 15, 2019
Subject: Signature Authorization Form for Fiscal Documents

Background:

Each time there are personnel changes at the District, the County of Sacramento Department of Finance requests an updated signature list for approving/signing fiscal documents (payroll documents, claim transmittals, journal vouchers, appropriation adjustments, internal orders, encumbrances, etc.) for the District.

Attached is the recommended list.

Recommendation:

Staff recommends that you approve the attached list



5750 Grant Avenue • Carmichael, California 95608-3744
(916) 485-5322 • (916) 485-0805 fax • www.carmichaelpark.com

August 15, 2019

County of Sacramento
Department of Finance – Auditor Controller
700 H Street, Room 3650
Sacramento, CA 95814

The following employees are authorized to sign all fiscal documents for the Carmichael Recreation & Park District:

Administrative Staff Name:

Signature:

Mike Blondino

Ingrid Penney

Current Advisory Board Members Are:

Byron Borman, Joyce Carroll, Gayle Dax-Conroy, Brooke Judd, and Michael Rockenstein

APPROVED BY:

Michael Rockenstein
Chairman of the Advisory Board